

# Microsoft® Office XP

## Illustrated Introductory

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Beskeen/Duffy/Friedrichsen/Reding



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## Microsoft Office <sup>XP</sup> - Illustrated Introductory

Beskeen/Duffy/Friedrichsen/Reding

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Printed in the United States of America

1 2 3 4 5 6 7 8 9 BM 05 04 03 02 01

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Use of the Microsoft Office User Specialist Approved Courseware Logo on this product signifies that it has been independently reviewed and approved in complying with the following standards: "When used in conjunction with *Microsoft Office <sup>XP</sup>-Illustrated Second Course*, includes acceptable coverage of all content related to the Microsoft Office Exams entitled Microsoft PowerPoint 2002 Comprehensive, Microsoft Access 2002 Core, Microsoft Word 2002 Core, and Microsoft Excel 2002 Core, and sufficient performance-based exercises that relate closely to all required content, based on sampling of text."

ISBN 0-619-01896-8

ISBN 0-619-05663-0 (Hardcover)

# The Illustrated Series Vision

Teaching and writing about computer applications can be extremely rewarding and challenging. How do we engage students and keep their interest? How do we teach them skills that they can easily apply on the job? As we set out to write this book, our goals were to develop a textbook that:

- ▶ works for a beginning student
- ▶ provides varied, flexible and meaningful exercises and projects to reinforce the skills
- ▶ serves as a reference tool
- ▶ makes your job as an educator easier, by providing resources above and beyond the textbook to help you teach your course

Our popular, streamlined format is based on advice from instructional designers and customers. This flexible design presents each lesson on a two-page spread, with step-by-step instructions on the left, and screen illustrations on the right. This signature style, coupled with high-caliber content, provides a comprehensive yet manageable introduction to Microsoft Office XP - it is a teaching package for the instructor and a learning experience for the student.

## AUTHOR ACKNOWLEDGMENTS

**David Beskeen** It has, once again, been a pleasure working with all the talented people at Course Technology. I would like to especially thank Katherine Pinard who has worked hard on my chapters to make them better and easier to understand. I would also like to thank my family, Karen and the three J's, for being so understanding during the long hours of writing.

**Jennifer Duffy** I wish to express particular thanks to Pam Conrad for her tireless help and keen editorial sensibilities. I am also deeply grateful for the support of my husband, Fred Eliot, and our daughter, Isabella, who patiently waited to be born until this book was nearly finished.

**Ann Fisher** I would like to thank Nicole Pinard for giving me this opportunity to write about Outlook and Internet Explorer, Rachel Bunin, my developmental editor, for her creative suggestions, and Emily Heberlein, my product manager, for her support and encouragement.

**Lisa Friedrichsen** The Access portion is dedicated to my students, and all who are using this book to teach and learn about Access. Thank you. Also, thank you to all of the professionals who helped me create this book.

**Elizabeth Eisner Reding** Creating a book of this magnitude is a team effort: I would like to thank my husband, Michael, for putting up with my ridiculous mood swings, Emily Heberlein, the project manager, and my development editors, Barbara Clemens and Kitty Pinard, for their insightful suggestions and corrections. I would also like to thank the production and editorial staff for all their hard work that made this project a reality.

Thanks to all the reviewers who provided invaluable feedback and ideas to us: Diane Blaney, Anne Burchardt, Janis Cox, Stephanie Hazen, Judy Irvine, Brenda Jacobsen, Joe LaMontagne, Dr. Dominic Ligor, Glenn Rogers (Western Nevada Community College), and Rick Sheridan.

# Preface

**Welcome to** *Microsoft Office<sup>XP</sup>—Illustrated Introductory*. Each lesson in this book contains elements pictured to the right.

## ► How is the book organized?

The book is organized into sections, by application, illustrated by the brightly colored tabs on the sides of the pages: Windows 2000, Introducing Office XP, Internet Explorer, Word, Excel, Access, PowerPoint, and Outlook. Four Integration units follow the Excel, Access, and PowerPoint sections.

## ► What kinds of assignments are included in the book? At what level of difficulty?

The lessons use MediaLoft, a fictional chain of bookstores, as the case study. The assignments on the blue pages at the end of each unit increase in difficulty. Project files and case studies, with many international examples, provide a great variety of interesting and relevant business applications for skills. Assignments include:

- **Concepts Reviews** include multiple choice, matching, and screen identification questions.
- **Skills Reviews** provide additional hands-on, step-by-step reinforcement.
- **Independent Challenges** are case projects requiring critical thinking and application of the unit skills. The Independent Challenges increase in difficulty, with the first one in each unit being the easiest (most step-by-step with detailed instructions). Independent Challenges 2 and 3 become increasingly open-ended, requiring more independent problem solving.
- **E-Quest Independent Challenges** are case projects with a Web focus. E-Quests require the use of the World Wide Web to conduct research to complete the project.
- **Visual Workshops** show a completed file and require that the file be created without any step-by-step guidance, involving independent problem solving.

Each 2-page spread focuses on a single skill.

Concise text that introduces the basic principles in the lesson and integrates the brief case study (indicated by the paintbrush icon).



## Editing Headers and Footers

To change header and footer text or to alter the formatting of headers and footers you must first open the Header and Footer areas. You can open headers and footers using the Header and Footer command on the View menu, or by double-clicking a header or footer in Print Layout view. Alice modifies the header by adding a small circle symbol between "Buzz" and the date. She also adds a border under the header text to set it off from the rest of the page. Finally, she removes the header and footer text from the first page of the document.

### Steps 123

#### Trouble?

If the Header and Footer toolbar is in the way, click its title bar and drag it to a new location.

1. Place the insertion point at the top of page 2, position the pointer over the header text at the top of page 2, then double-click. The Header and Footer areas open.

2. Place the insertion point between the two spaces after Buzz, click **Insert** on the menu bar, then click **Symbol**. The Symbol dialog box opens and is similar to Figure D-13. Symbols are special characters, such as graphics, shapes, and foreign language characters, that you can insert into a document. The symbols shown in Figure D-13 are the symbols included with the (normal text) font. You can use the Font list arrow on the Symbols tab to view the symbols included with each font on your computer.

3. Scroll the list of symbols if necessary to locate the black circle symbol shown in Figure D-13, select the **black circle symbol**, click **Insert**, then click **Close**. A circle symbol is added at the location of the insertion point.

#### QuickTip

You can enter different text in the First Page Header and First Page Footer areas.

4. With the insertion point in the header text, click **Format** on the menu bar, then click **Borders and Shading**. The Borders and Shading dialog box opens.

TABLE D-3: Buttons on the Header and Footer toolbar

button	function
Insert: AutoText	Inserts an AutoText entry, such as a field for the filename, or the author's name
Insert Page Number	Inserts a field for the page number so that the pages are numbered automatically
Insert Number of Pages	Inserts a field for the total number of pages in the document
Format Page Number	Opens the Page Number Format dialog box; use to change the numbering format or to begin automatic page numbering with a specific number
Insert Date	Inserts a field for the current date
Insert Time	Inserts a field for the current time
Page Setup	Opens the Page Setup dialog box
Switch Between Header and Footer	Moves the insertion point between the Header and Footer areas

### WORD D-12 FORMATTING DOCUMENTS

Hints as well as troubleshooting advice, right where you need it — next to the step itself.

Quickly accessible summaries of key terms, toolbar buttons, or keyboard alternatives connected with the lesson material. Students can refer easily to this information when working on their own projects at a later time.





Every lesson features large, full-color representations of what the screen should look like as students complete the numbered steps.

Brightly colored tabs indicate which section of the book you are in.

FIGURE D-13: Symbol dialog box

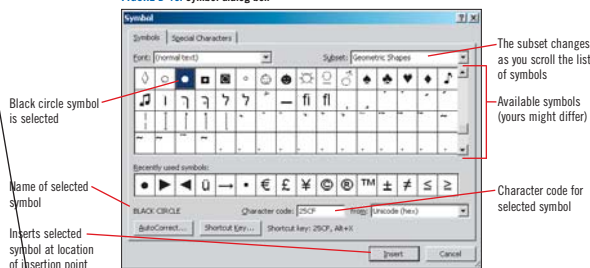
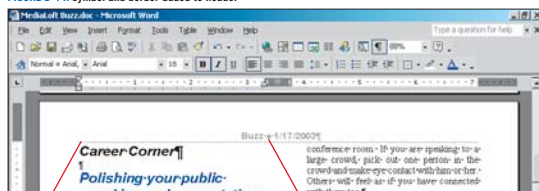


FIGURE D-14: Symbol and border added to header



#### Inserting and creating AutoText entries

In addition to inserting AutoText entries into headers and footers, you can use the AutoText command on the Insert menu to insert AutoText entries into any part of a document. Word includes a number of built-in AutoText entries, including salutations and closings for letters, as well as information for headers and footers. To insert a built-in AutoText entry at the location of the insertion point, point to AutoText on the Insert menu, point to a category on the AutoText menu, then click the AutoText entry you want to insert. You can also use the Insert AutoText button on the Header and Footer toolbar to insert an AutoText entry from the Header/Footer category into a header or footer.


Word's AutoText feature also allows you to store text and graphics that you use frequently so that you can easily insert them in a document. To create a custom AutoText entry, enter the text or graphic you want to store—such as a company name or logo—in a document, select it, point to AutoText on the Insert menu, and then click New. In the Create AutoText dialog box, type a name for your AutoText entry, then click OK. The text or graphic is saved as a custom AutoText entry. To insert a custom AutoText entry in a document, point to AutoText on the Insert menu, click AutoText, select the entry name on the AutoText tab in the AutoCorrect dialog box, click Insert, then click OK.

FORMATTING DOCUMENTS WORD D-13

Clues to Use boxes provide concise information that either expands on the major lesson skill or describes an independent task that in some way relates to the major lesson skill.

The pages are numbered according to section and unit. Word indicates the section, D indicates the unit, 13 indicates the page.

### ► Is this book MOUS Certified?

When used in conjunction with *Microsoft Office XP – Illustrated Second Course*, this book covers the Core objectives for Word, Excel and Access, and the Comprehensive objectives for PowerPoint. See the inside front cover for more information on other Illustrated titles meeting MOUS certification. The first page of each unit includes  symbols to indicate which skills covered in the unit are MOUS skills. A grid in the back of the book lists all the exam objectives and cross-references them with the lessons and exercises.

### ► What online content solutions are available to accompany this book?

Visit [www.course.com](http://www.course.com) for more information on our online content for Illustrated titles. Options include:

#### MyCourse.com

Need a quick, simple tool to help you manage your course? Try MyCourse.com, the easiest to use, most flexible syllabus and content management tool available. MyCourse.com offers you brand new content, including Topic Reviews, Extra Case Projects, and Quizzes, to accompany this book.

#### WebCT

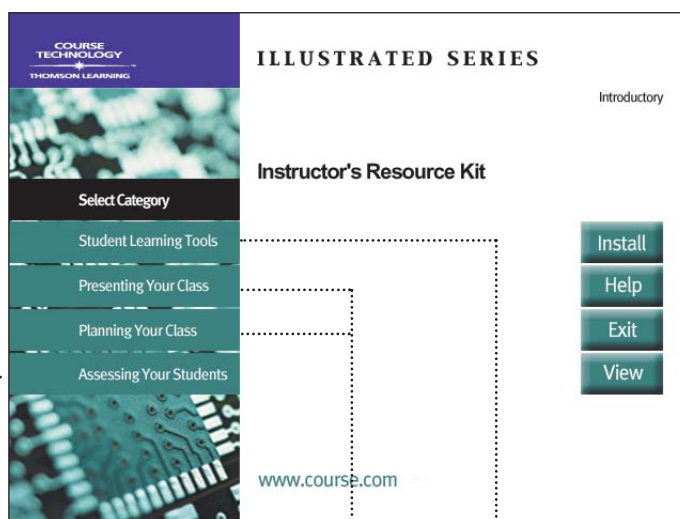
Course Technology and WebCT have partnered to provide you with the highest quality online resources and Web-based tools for your class. Course Technology offers content for this book to help you create your WebCT class, such as a suggested Syllabus, Lecture Notes, Practice Test questions, and more.

#### Blackboard

Course Technology and Blackboard have also partnered to provide you with the highest quality online resources and Web-based tools for your class. Course Technology offers content for this book to help you create your Blackboard class, such as a suggested Syllabus, Lecture Notes, Practice Test questions, and more.

# Instructor Resources

The Instructor's Resource Kit (IRK) CD is Course Technology's way of putting the resources and information needed to teach and learn effectively into your hands. All the components are available on the IRK, (pictured below), and many of the resources can be downloaded from [www.course.com](http://www.course.com).



## ASSESSING YOUR STUDENTS

### Solution Files

Solution Files are Project Files completed with comprehensive sample answers. Use these files to evaluate your students' work. Or, distribute them electronically or in hard copy so students can verify their own work.

### ExamView

ExamView is a powerful testing software package that allows you to create and administer printed, computer (LAN-based), and Internet exams. ExamView includes hundreds of questions that correspond to the topics covered in this text, enabling students to generate detailed study guides that include page references for further review. The computer-based and Internet testing components allow students to take exams at their computers, and also saves you time by grading each exam automatically.

## PRESENTING YOUR CLASS

### Figure Files

Figure Files contain all the figures from the book in .jpg format. Use the figure files to create transparency masters or in a PowerPoint presentation.

## STUDENT TOOLS

### Project Files and Project Files List

To complete most of the units in this book, your students will need **Project Files**. Put them on a file server for students to copy. The Project Files are available on the Instructor's Resource Kit CD-ROM, the Review Pack, and can also be downloaded from [www.course.com](http://www.course.com).

Instruct students to use the **Project Files List** at the end of the book. This list gives instructions on copying and organizing files.

## PLANNING YOUR CLASS

### Instructor's Manual

Available as an electronic file, the Instructor's Manual is quality-assurance tested and includes unit overviews, detailed lecture topics for each unit with teaching tips, comprehensive sample solutions to all lessons and end-of-unit material, and extra Independent Challenges. The Instructor's Manual is available on the Instructor's Resource Kit CD-ROM, or you can download it from [www.course.com](http://www.course.com).

### Sample Syllabus

Prepare and customize your course easily using this sample course outline (available on the Instructor's Resource Kit CD-ROM).

## SAM, Skills Assessment Manager for Microsoft Office XP

SAM is the most powerful Office XP assessment and reporting tool that will help you gain a true understanding of your students' proficiency in Microsoft Word, Excel, Access, and PowerPoint 2002. (Available separately from the IRK CD.)

## TOM, Training Online Manager for Microsoft Office XP

TOM is Course Technology's MOUS-approved training tool for Microsoft Office XP. Available via the World Wide Web and CD-ROM, TOM



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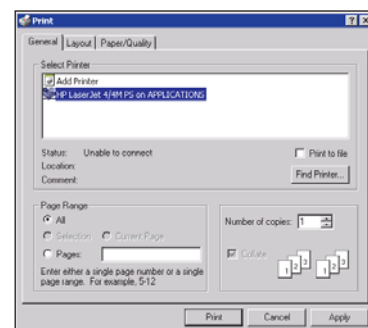
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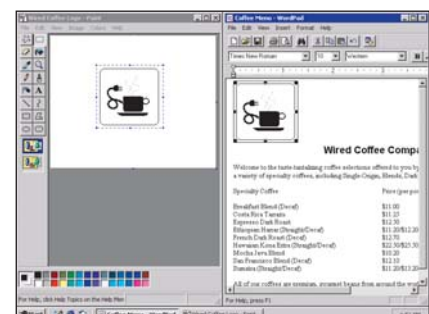
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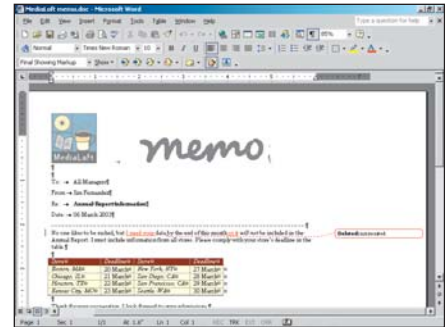


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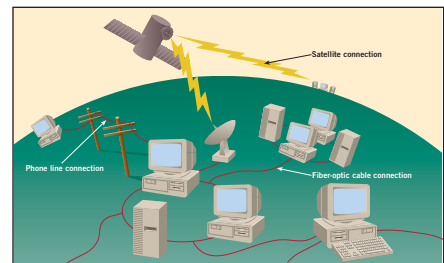
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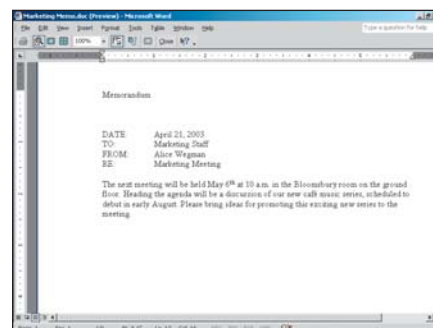


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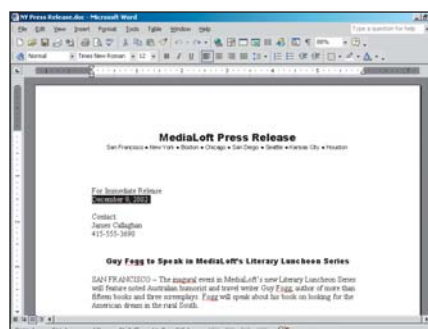
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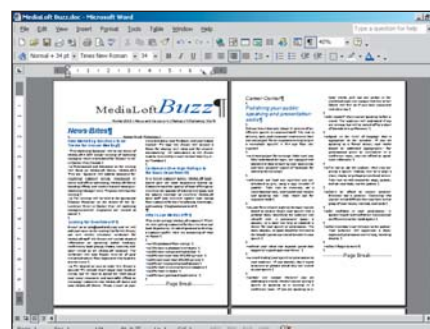
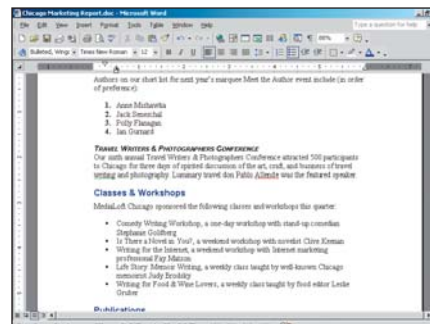
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	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Net Sales	55432	68920	73453	79863
Expenses				
Advertising	14803	14206	15003	16078
Salaries	4000	4000	4000	4000
Rent	3524	3565	36420	37174
Utilities	1480	1480	1480	1480
Insurance	2759	2759	2759	2759
Maintenance	1056	1056	1056	1056
Office Supplies	4031	4031	4031	4031
Travel	300	300	300	300
Miscellaneous				

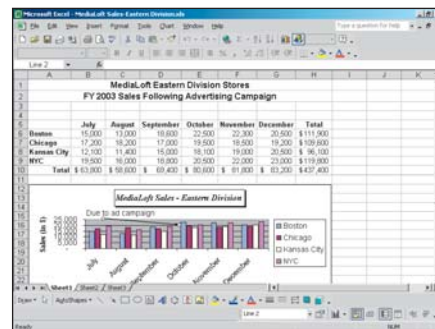
	March	April	May	Total
Boston	20	13	18	51
New York	26	17	19	62
Seattle	19	15	13	47
Houston	13	22	16	51
Total	78	67	66	211

Type	Inv. Date	Inv. Due	Placed with	Cost ea.	Quantity	Est. Cost	Sales Tax	Total
Advertising	7-Jan-03	7-Feb-03	20-sec. Vintage Western	\$ 11.00	15	\$265.00	\$7.95	\$272.95
Advertising	20-Jan-03	19-Feb-03	10-sec. Advertising Concepts	\$ 10.00	30	\$300.00	\$9.00	\$309.00

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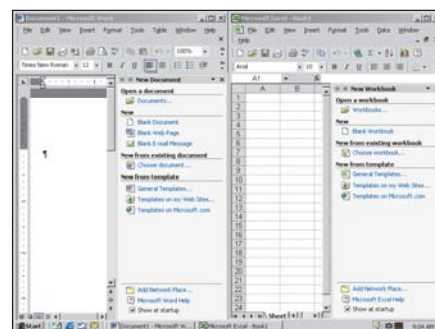
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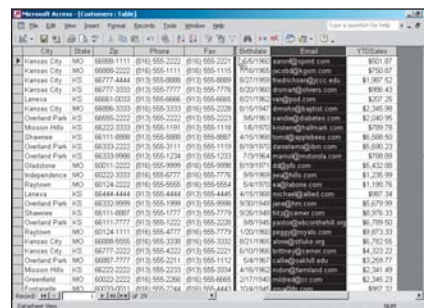


# Access 2002



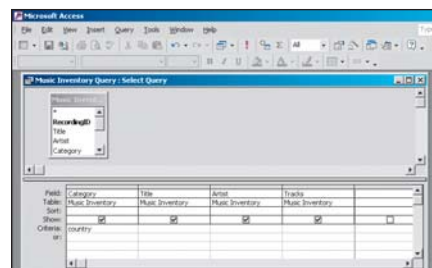
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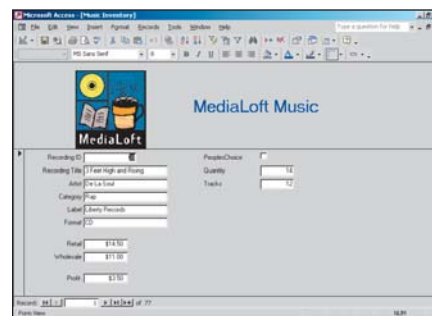
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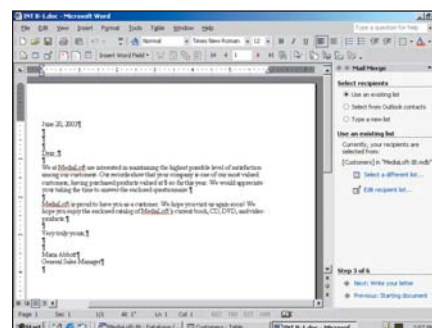
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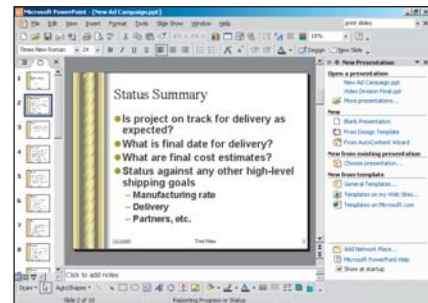


# PowerPoint 2002



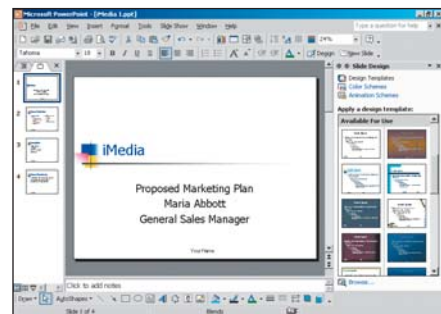
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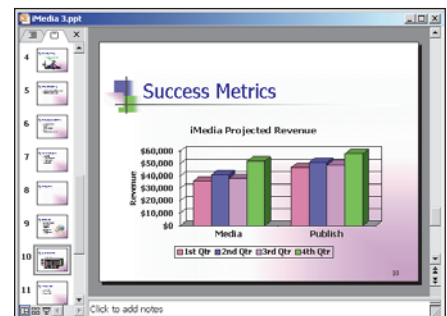
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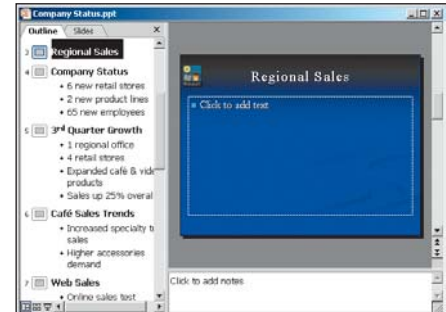




## Integration

### Integrating Word, Excel, Access, and PowerPoint

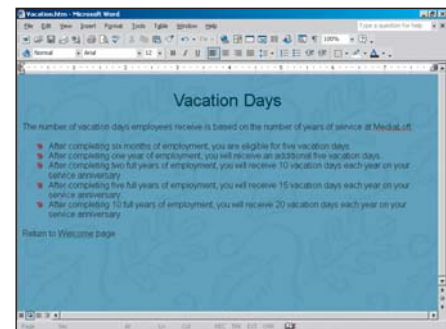
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## Integration

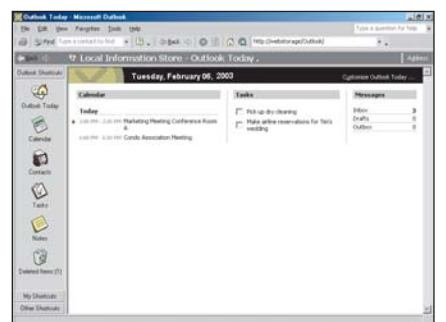
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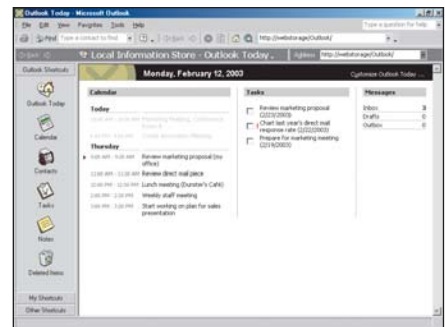


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# Read This Before You Begin

## Software Information and Required Installation

This book was written and tested using Microsoft Office XP - Professional Edition, with a typical installation on Microsoft Windows 2000, with Internet Explorer 5.0 or higher. There are several instances where, in order to cover a software feature clearly, an additional feature not part of the typical installation is referenced. To insure that all the steps and exercises can be completed as written, make sure the following features are available before beginning these units:

- Excel Unit A (page A-8): Using Excel Templates (Clues to Use)
- PowerPoint Unit A (page A-9): Using AutoContent Wizards (Clues to Use)
- PowerPoint Unit B (page B-5): Using Speech Recognition (Clues to Use)
- PowerPoint Unit C (page C-14) and Integration Unit C (page C-4): Converter feature to import text from Word into PowerPoint
- Integration Unit D: Depending on your Office installation, the templates and themes available to you may differ. Tips are included in the lessons and Instructor's Manual for this situation.

## Tips for Students

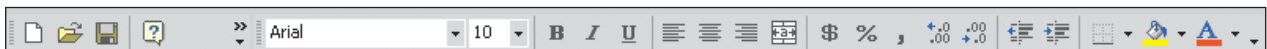
### What are Project Files?

To complete many of the units in this book, you need to use Project Files. You use a Project File, which contains a partially completed document used in an exercise, so you don't have to type in all the information you need in the document. Your instructor will either provide you with a copy of the Project Files or ask you to make your own copy. Detailed instructions on how to organize your files, as well as a complete listing of all the files you'll need and will create, can be found in the back of the book (look for the yellow pages) in the Project Files List.

### Why is my screen different from the book?

1. Your Desktop components and some dialog box options might be different if you are using an operating system other than Windows 2000
2. Depending on your computer hardware capabilities and the Windows Display settings on your computer, you may notice the following differences:
  - Your screen may look larger or smaller because of your screen resolution (the height and width of your screen)
  - The colors of the title bar in your screen may be a solid blue, and the cells in Excel may appear different from the purple and gray because of your color settings
3. Depending on your Office settings, your toolbars may display on a single row and your menus may display with a shortened list of frequently used commands. Office menus and toolbars can modify themselves to your working style by displaying only the most frequently used buttons and menu commands, as shown here.

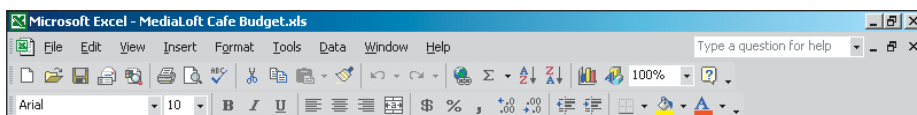
#### Toolbars in one row



To view buttons not currently displayed, click a Toolbar Options button  at the end of either the Standard or Formatting toolbar. To view the full list of menu commands, click the double arrow at the bottom of the menu.

In order to have your toolbars display on two rows, showing all buttons, and to have the full menus display, you must turn off the personalized menus and toolbars feature. Click Tools on the menu bar, Click Customize, select the show Standard and Formatting toolbars on two rows and Always show full menus check boxes on the Options tab, then click Close. This book assumes you are displaying toolbars on two rows and full menus.

#### Toolbars on two rows



# Read This Before You Begin

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## Important Information for Access Units if you are using floppy disks

### Compact on Close?

If you are storing your Access databases on floppy disks, you should NOT use the Compact on Close option (available from the Tools menu). While the Compact on Close feature works well if your database is stored on your hard drive or on another large storage device, it can cause problems if your database is stored on a floppy when the size of your database is greater than the available free space on the floppy. Here's why: When you close a database with the Compact on Close feature turned on, the process creates a temporary file that is just as large as the original database file. In a successful compact process, this temporary file is deleted after the compact procedure is completed. But if there is not enough available space on your floppy to create this temporary file, the compact process never finishes, which means that your original database is never closed properly. And if you do not close an Access database properly before attempting to use it again, you can easily corrupt it beyond repair. *Therefore, if you use floppies to complete these exercises, please follow the guidelines on how to organize your databases on floppies in the **Project Files List** so that you do not run out of room on a floppy. Also, please **do not use the Compact on Close feature for databases stored on floppies.***

### Closing a Database Properly

It is extremely important to close your databases properly before copying, moving, e-mailing the database file, or before ejecting the Project Files floppy disk from the disk drive. Access database files are inherently multi-user, which means that multiple people can work on the same database file at the same time. To accomplish this capability, Access creates temporary files to keep track of which record you are working on while the database is open. These temporary files must be closed properly before you attempt to copy, move, or e-mail the database. They must also be closed before you eject a floppy that contains the database. If these temporary files do not get closed properly, the database can easily be corrupted beyond repair. Fortunately, Access closes these temporary files automatically when you close the Access application window. So to be sure that you have properly closed a database that is stored on a floppy, *close not only the database window, but also **close the Access application** window before copying, moving, or e-mailing a database file, as well as before ejecting a floppy that stores the database.*

### 2000 vs. 2002 File Format

New databases created in Access 2002 default to an Access 2000 file format. That's why "Access 2000 file format" is shown in the database window title bar for the figures in this book. This also means that Access databases now support seamless backward compatibility with the prior version of Access like other products in the Microsoft Office suite such as Word and Excel.

But while the Project Files for this book could be opened and used in Access 2000, the figures in this book present the Access 2002 application, use the Access 2002 menus and toolbars, and highlight the new features of Access 2002 including new task panes, new quick keystrokes, PivotTables, PivotCharts, and improved dynamic Web pages.